

CEPOH-RM

DEPARTMENT OF THE ARMY
Honolulu Engineer District, Corps of Engineers
Fort Shafter, Hawaii 96858-5440

POHR 10-1-1
Change 1

Regulation
No. 10-1-1

29 February 2000

Organization and Functions
MISSION, ORGANIZATION, AND FUNCTIONS

1. This change to POHR 10-1-1, 12 June 1998, reflects the organizational realignment of the District in accordance with Permanent Orders 105-1, effective 15 April 1999 and Change 1 to PODR 10-1-1, 29 September 1999.

2. Remove old pages and insert new pages as follows:

<u>Remove</u>	<u>Insert</u>
Basic regulation	Change 1 to basic regulation (Enclosure 1).
Appendix A	Change 1 to Appendix A (Enclosure 2).
Appendix B	Change 1 to Appendix B (Enclosure 3)
Appendix D	Change 1 to Appendix D (Enclosure 4).
Appendix H	Change 1 to Appendix H (Enclosure 5).
Appendix L	Change 1 to Appendix L (Enclosure 6).
Appendix M	Change 1 to Appendix M (Enclosure 7).
Appendix N	Change 1 to Appendix N (Enclosure 8).
Appendix O	Reserved
Appendix P	Change 1 to Appendix P (Enclosure 9).

3. File this transmittal sheet in front of the publication.

FOR THE COMMANDER:

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JAMES K. LIGHT
Chief, Information Management Office

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Organization and Functions
MISSION, ORGANIZATION, AND FUNCTIONS

1. PURPOSE. To prescribe policies, procedures, and requirements for the establishment, control, and modification of organizational structure and functional assignments in the Honolulu Engineer District (POH).
2. APPLICABILITY. All District organizational elements. This regulation reflects the organizational realignment of the District (Enclosure) in accordance with Permanent Orders 105-1, effective 15 April 1999 and Change 1 to PODR 10-1-1, 29 September 1999.
3. REFERENCES:
 - a. AR 570-4, 25 September 1989, Manpower Management.
 - b. ER 10-1-2, 31 October 1999, Organization and Functions, USACE, Division and District Offices.
 - c. Change 1, 29 September 1999, to PODR 10-1-1, 12 June 1998, Mission, Organization and Functions.
4. MISSION. Assigned by the Commander, U.S. Army Corps of Engineers (USACE), as shown in Appendix B, Honolulu Engineer District.
5. POLICY.
 - a. The general policies of the Commander, USACE, are stated in reference 3b. and detailed policies are in reference 3c. Designation and assignment of essential functions will be retained at HQUSACE.
 - b. Division policies are:

(1) The Division Commander is the approving authority for changes in the organizations and functions at the subordinate organizational level of division and above.

(2) The Commander, Honolulu Engineer District, is delegated authority to organize, reorganize, restructure, consolidate, and outsource functions in accordance with reference 3b. and 3c. above and specific guidance listed below:

(a) Make proposed organizational and functional changes IAW the policies stated in ER 10-1-2, PODR 10-1-1, and other guidelines issued by the Chief of Engineers, HQUSACE and Commander, Pacific Ocean Division (POD).

(b) Make improvements while staying within District resource authorizations, e.g., manpower, high grade, money, average grade ceilings, etc.

(c) Use standard titles for branches and sections.

(d) Send any organizational/reorganization proposal involving nonstandard titles or requiring the Division to allocate additional resources, to POD for review and approval.

(e) Fully document reorganization decisions made at District level, as described in paragraph 7b.

(3) The District organizational structure and assigned functions will conform, as closely as possible, to those prescribed by reference 3a., 3b., and 3c.

(4) Proposed changes to organizational structures and functional alignments will be approved only after proper evaluation confirms that a change is economically justified and beneficial to the interests of the Corps of Engineers.

(5) Justification of all proposed organizational and functional changes will be based on one or more of the following:

(a) Direction of higher authority.

(b) Providing more effective and efficient accomplishment of the mission.

(c) Improving maintenance of critical expertise.

- (d) Improving quality of products and services.
- (e) Improving service and responsiveness to the customer.
- (f) Improving strategic alignment.
- (g) Improving teamwork and empowering cross-functional teams.

(6) All elements will be organized using the simplest structure attainable and will exclude unnecessary layers of supervision as follows:

(a) Separate organizational elements will not be established merely to obtain organizational recognition for lesser activities or to obtain higher grades for incumbents of positions involved in the reorganization.

(b) Subordinate organizational elements i.e., division/office, branch, etc., will not be subdivided to show only one of the next organizational elements, e.g., a division must contain at least two branches in order to be subdivided.

(c) Twenty or more individuals will be assigned to a division or office before it is subdivided into subordinate organizational elements as prescribed by reference 3a.

(d) A minimum of five persons will be required to establish a formal organizational element, except an Office of the Chief of a division or office. Establishment of a formal organizational element with fewer than five persons will require complete justification and approval by the appropriate Commander. Justification and approval is also required for continued recognition of a formal element which is reduced below the established minimum. Authority to deviate from this requirement may be requested in accordance with guidelines provided in reference 3a., and Appendices A and B of reference 3b.

(7) The Commander, POH, is delegated authority to approve publishing of POH Permanent Orders reflecting changes in organization and functions for which he/she has the authority to approve (at or below branch/area office level) in accordance with reference 3c.

(8) Change(s) in organizational structure, assignment of functions, or related assignments of personnel will be implemented after the appropriate Commander has approved the change(s) and POD/POH Permanent Orders have been published.

(9) Functional statements submitted as part of proposed reorganizations, transfers of function or updates of this regulation will clearly and accurately describe the functions actually assigned to the organization by appropriate authority.

(10) Proposed changes in the organizational and functional descriptions contained in this regulation will be processed by the POD Directorate of Resource Management (DRM) or POH Resource Management Office (RMO) only after applicable POD/POH Permanent Orders, which reflect approved organizational changes, have been published or in those instances where functional transfers are approved by the appropriate Commander(s).

6. RESPONSIBILITIES.

a. Chiefs of staff offices/directorates will:

(1) Prepare proposed organizational and functional changes IAW the policies stated above and instructions contained in paragraph 7 and forward to RMO, ATTN: CEPOH-RM-M, for processing.

(2) Initiate follow-up actions, upon publication of POD/POH Permanent Orders, such as updating the budget, finance and personnel data bases to ensure future reports are consistent with the reorganization, correcting costs incurred during the fiscal year prior to reorganization.

(3) Prepare and forward to RMO, ATTN: CEPOH-RM-M, applicable documentation to change PODR 10-1-1 and/or POHR 10-1-1 when a transfer of function has been directed.

(4) Review their respective portions of this regulation at least annually to ensure that the contents are current, accurate, and complete.

c. The Management Analysis Branch, RMO staff will:

(1) Analyze organizations and functions of the Districts on a continuing basis, to assure that sound management principles and practices are applied.

(2) Review all proposed organizational and functional changes affecting POH, coordinate with appropriate staff elements, coordinate all actions necessary to effect requested changes, and provide recommendations to the District Commander.

(3) Forward proposed organizational and functional changes which require the approval of the Commander, POD or USACE to POD, DRM for processing/approval.

(4) Forward a copy of published POH Permanent Orders to POD, DRM for record keeping purposes.

(5) Prepare, publish, and maintain this regulation in a current status.

7. INSTRUCTION. The following principles will be applied in the preparation of all proposed organizational and functional changes:

a. Requested changes will conform to the policies contained in paragraph 5, above.

b. Each requested change to organizations and functions will be fully documented prior to submission for approval. To ensure completeness of required documentation and acceptability for prompt action by officials receiving the proposed changes for processing/approval, each proposed organizational and functional change will consist of documentation prepared in the format provided in Appendix A.

FOR THE COMMANDER:

Encl


JAMES K. LIGH

Chief, Information Management Office

18 Appendices:

App A - Organizational and Functional Change Request
App B - POH Mission Statement
App C - Executive Office
App D - Special Assistants
App E - Office of Counsel
App F - Safety and Occupational Health Office
App G - Public Affairs Office
App H - Resource Management Office
App I - Logistics Management Office
App J - Information Management Office
App K - Equal Employment Opportunity Office
App L - Internal Review Office
App M - Programs and Project Management Division

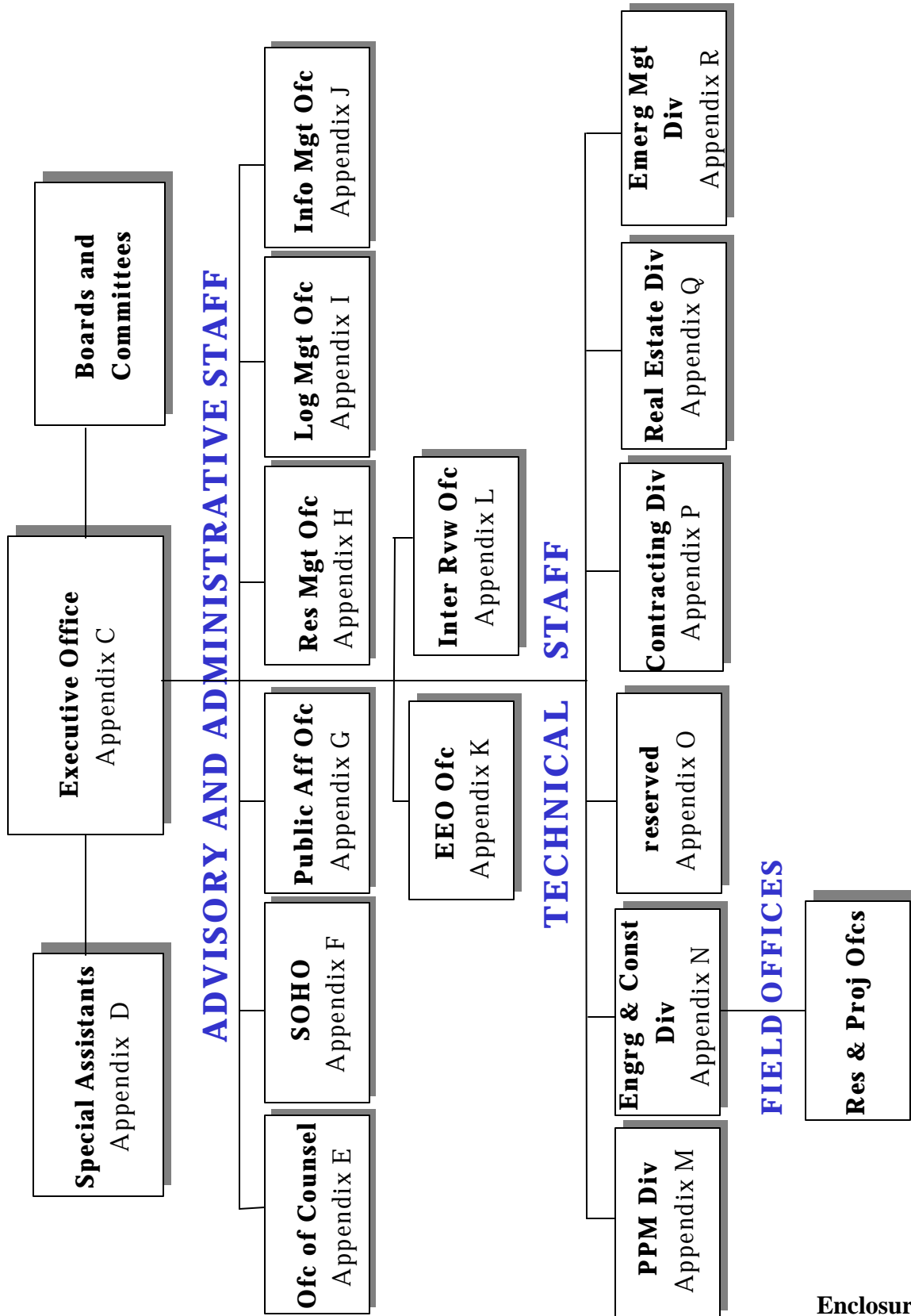
App N - Engineering and Construction Division
App O - r e s e r v e
App P - Contracting Division
App Q Real Estate Division
App R - Emergency Management Division

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U.S. Army Engineer District, Honolulu

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C1, POHR 10-1-1



Enclosure